

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 1 December 1949

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Branch Activities - November 1949

The following report covering activities of the Transportation Branch during the month of November is submitted pursuant to your request.

## 1. Truck Operations:

The following truck operations were performed during the month:

9 trips to New York, N. Y.  
12 trips to Baltimore, Md.  
1 trip to Passiac, N. J.  
197 local hauls in and around Washington

## 2. Que Building Motor Pool Operations:

1237 total trips made  
61.8 average number of trips per day  
9907 total miles operated  
495.3 average miles per day  
8.1 average number of cars in pool per day  
8.0 average miles per trip  
38.3 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
September	7007	1111	333.6
October	8547	1169	407
November	9907	1237	495.3

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 8701 passengers, an average of 435 per day.

## 3. Following is a report of the activities of the [REDACTED] Garage:

Repair Jobs	-	325X1A6a
*Labor	-	\$379.75
Parts	-	216.12
Repair Jobs performed outside	-	6
Labor	-	\$124.00
Parts	-	20.24
Maintenance Work	-	101
*Labor	-	\$1013.00
Parts	-	9.79

\*Work performed by Mechanics

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Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	-	130
Cars lubricated	-	69
Other service jobs	-	79
		<u>278</u>

The total value of labor performed by the Mechanics in the garage during the month was \$1397.75 compared with their total salaries of \$1021.00 indicating a saving of \$376.75. The value of labor performed by the Mechanic's Helpers was \$591.75 compared with salaries of \$510.00, indicating a saving of \$81.75 an overall saving of \$458.50 for the month.

4. Forty one (41) passenger cars operated 33,529 miles; thirty three (33) trucks operated 16,932 miles while four (4) buses operated 9,378 miles, a grand total of 59,839 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	20
Airline Reservations	-	39
Steamship Reservations	-	3
Hotel Reservations	-	2
Fare Quotations	-	163
Persons Processed Overseas	-	14
Domestic Travelers	-	43
Transportation Requests	-	89

25X1A9a

